

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in the fire service, the primary duties of which include assembling or developing training materials, conducting training classes, and keeping records of training activities. Employees of this class evaluate the performance of department employees during training and maintain records required to document the activity of the Training Division. Training Officers receive specific instructions for most duties, but have authority to work independently in designated areas. This class ranks directly below that of Chief Training Officer and the Chief Training Officer supervises and reviews the work of the Training Officers.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: firefighting; forcible entry; use of protective breathing apparatus; CPR; fire streams; hydraulics; ventilation; rescue; safety; fire attack; salvage and overhaul; driving fire equipment; hazardous materials; fire fighting apparatus, tools, and equipment; arson investigation; fire prevention; or any other related subject assigned or required.

Prepares lesson plans, training material, and training tests. Develops job simulation exercises to rate skills acquired during training. Administers training tests. Schedules training for all department employees.

Personally completes all forms and records required to document the activity of the Training Division. Files records and reports as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

At the time of application for examination, must have at least three (3) years of fire fighting experience with a full-time, paid fire department.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Must be not less than 21 years of age.

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